

All minutes are draft and subject to approval at the next meeting

**FERRING PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
(Advisory Powers Only)**

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Minutes of the FPC Finance and General Purposes Committee meeting held at 7.30pm on Monday 8th October 2018 at the Parish Office.

Present	Councillors	Carole Robertson (Chairman)
		Stephen Abbott
		Terry Jackson
		Geoff Mines
		Ruth Sims
		Roger Elkins
		Lesley Young
		Stephen Horne

1.	Apologies for absence Apologies were received from Councillor Peter Evans	Actions
2.	Declarations of interest Councillor Ruth Sims declared an interest in agenda item 11, Grant Request for 1 st Ferring Guides.	
3.	Public Question Time There were no members of the public present	
4.	To confirm the Minutes of the last meeting held 20th August 2018 The Minutes of the Finance and General Purposes Committee Meeting held on 20 th August 2018 were approved by the Committee as a correct record.	
5.	Matters arising from the report of the last meeting held on 20th August 2018 Councillor Stephen Horne asked if there had been a response from ADC in relation to the option of parking at Rife Way. Councillor Carole Robertson advised that a response has been received from the Property, Estates & Facilities Manager, ADC advising that due to present priorities and limited staff resources this matter has not progressed. The Property, Estates & Facilities Manager has also asked for further clarification with regards to the potential location and approx. size of area / number of spaces that are suggesting in order that scale can be considered. As this option forms part of the Ferring Neighbourhood Plan, Councillor Roger Elkins suggested including Donna Moles at ADC in further correspondence as she could liaise with her colleagues.	

<p>6.</p>	<p>Accounts and Finance The income and expenditure schedule for August 2018 was reviewed.</p> <p>Councillor Stephen Abbott asked in relation to the replacement bollards at the War Memorial. The Clerk advised that she understood that the insurance claim is now settled and the replacement bollards are on order and is waiting for a delivery date. Once delivered arrangements will be made to fit the bollards. It is hoped that this will be completed before Remembrance Day.</p> <p>Councillor Roger Elkins asked if K Washer provided a report of the maintenance work that he completes within the village. Councillor Geoff Mines advised that he does provide a comprehensive quarterly report.</p> <p>Councillor Roger Elkins suggested that the footpath and public space maintenance programme could be reviewed. It was advised that a revision took place just a couple of years ago.</p> <p>The income and expenditure schedule will be recommended for Full Council approval.</p>	
<p>7.</p>	<p>Parish Clerk Report including Financial Matters</p> <ol style="list-style-type: none"> 1. The Clerk advised that the Royal British Legion now require full payment for the wreaths at point of order. 2. The eleventh edition of the Charles Arnold Baker is now available. It was acknowledged that FPC holds a copy of the eighth edition. It was agreed to purchase the new edition. 3. It was advised that the AED CHARGE-PAK Charging Stick with two sets of adult electrodes is now out of date. It was agreed to purchase two replacement sets. 4. The Clerk advised that the External Audit has been returned with no errors, comments or recommendations. The Clerk was thanked for all her efforts. 	
<p>8.</p>	<p>Environment Committee Councillor Geoff Mines advised the F&GP Committee the following: Cedar Tree: In relation to the dead Cedar Tree in Glen Gardens, it has been acknowledged that the ADC Representative has visited the location and ADC will consider paying 50% of the cost to remove the tree and has asked if residents will contribute. He also suggested that FPC made a contribution, but to date has not approached the Clerk. After investigations, the Clerk advised that Glen Gardens is a WSCC Highway. The Tree Warden will discuss this issue with ADC & WSCC. It was agreed that this issue should be actioned by ADC & WSCC and that FPC should not be involved. Signage Issues: Concerns have been raised regarding the new parking signs at Kingsleys. It was acknowledged that this is private land and it was agreed that this is not a parish council issue. Dog bin at the school: A number of residents and the school patrol have approached the Parish Council for a dog bin to be sited near the school. Whilst the Clerk understood that the parish council could purchase their own</p>	<p>PC</p>

	<p>bin, ADC have now advised that the parish council can purchase a bin but only via ADC which will increase the overall cost by nearly £450. It was agreed that the Clerk will continue to negotiate with ADC and explore other options.</p>	
<p>9.</p>	<p>GDPR The supporting documentation has been circulated to all Councillors for their consideration.</p> <p>Councillor Lesley Young explained that her objective is to provide as much information as possible so that the Full Council can make an informed decision.</p> <p>After a lengthy discussion, the following was agreed:</p> <p><i>Recommendation 1</i> Council is requested to note and confirm that they will not undertake actions which would introduce a fee liability for individual councillors. Individual Councillors will not be liable to pay a fee to the ICO as any resident correspondence is passed through to the Clerk for processing. As the Data Controller, the Clerk will then record the data. It was agreed that the Personal Data Disclaimer will be used for all Council emails.</p> <p><i>Recommendation 2</i> Council is requested to confirm agreement to the revised process for circulation of papers for full Council along with any consequent amendment to Standing Orders as required. F&GP Committee shall recommend to Council that Full Council papers should be posted via the Royal Mail. FPC shall then vote on acceptance of any risk associated with this method.</p> <p><i>Recommendation 3</i> Council is requested to confirm agreement to the implementation of an encryption process for circulation of papers for Committee meetings with any consequent amendment to Standing Orders as required. It was agreed to defer this item until the new email addresses are in place.</p> <p><i>Recommendation 4</i> Consider and decide on the production of an Acceptable Use Policy and the need for a Social Media Policy.</p> <p><i>Recommendation 5</i> Confirm the requirement for Councillors to password protect their devices, including the implementation of additional security measures where available as indicated.</p> <p><i>Recommendation 6</i> Confirm agreement to a clear separation between business and personal emails by the allocation of a Ferring Parish Council email</p>	

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	<p><i>address – this to be used for all FPC communications and includes the requirement that such FPC emails are not forwarded to a Councillor's private email account.</i></p> <p><i>Recommendation 7</i> <i>Confirm agreement to the suggested format of a Ferring Parish Council email address and the annual cost as detailed.</i></p> <p>The above will be recommended for Full Council approval.</p> <p>Councillors will collect their Full Council papers for 22nd October from the office.</p>	
10.	<p>Neighbourhood Plan Implementation (including 3x CRTBO) Committee The Clerk has circulated the response letter dated 20th September from the Village Hall Committee to all Councillors.</p> <p>After a lengthy discussion, the below was agreed:</p> <ol style="list-style-type: none"> 1. FPC to sign WSCC Heads of Terms. 2. Form a Glebelands Working Party and arrange a meeting end of October and invite all Councillors. <p>The above will be recommended for Full Council approval.</p> <p>The Clerk to circulate the VHC draft response letter to all Councillors prior to Full Council 22nd October.</p>	PC
11.	<p>Grant Requests Councillor Ruth Sims declared an interest in item 3.</p> <p>Grant requests have been received from Citizens Advice, Cycall Community Interest & 1st Ferring Guides.</p> <ol style="list-style-type: none"> 1. Citizens Advice: It was acknowledged that the FPC grant scheme is for local groups/organisations only therefore it agreed not to award this Grant. 2. Cycall Community Interest: it was agreed that the Clerk will revert back to the organisation to ask the scope for this facility in Ferring. 3. 1st Ferring Guides: It was agreed to award this Grant. <p>The above will be recommended for Full Council approval.</p>	PC
12.	<p>Website & Emails Councillor Geoff Mines advised that the new Parish Council website is now live. Councillors Geoff Mines & Stephen Abbott are now meeting with IT providers to discuss the Parish Council email requirements and will report back to Full Council with their recommendations.</p> <p>Councillor Terry Jackson asked that they consider that new office computers</p>	GM/SA

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	may be required in early 2020 so that any protocol or email methodology decided now will not have further impact at a later date.	
13.	Parish Council Co-Option Policy Councillors will recall that there has been recent email correspondence in relation to the FPC Co-Option Policy and the Clerk has confirmed the recommendations made by SALC. The Clerk has circulated a revised Co-Option Policy produced by Councillor Terry Jackson for Council consideration. Various ideas were discussed, however due to time constraints this item will be deferred and could be an agenda item at the next F&GP Committee.	
14.	Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.	
15.	The next Finance Committee Meeting is scheduled for Monday 19 th November 2018 at 7.30pm at the Parish Office	
	The meeting closed at 9.30pm.	